

The purpose of this data collection is to gather student information on the graduate class from the prior academic year.

Instructions

Count each pupil in your school(s) that you issued a diploma or a document to in the prior school year regardless of the pupil's resident corporation. The required data should be collected, combined into a file, and submitted to the Department of Education through the secured STN Application Center. The file may be any of the formats contained in this document and must contain all the fields in the order described. In addition, the STN number must currently exist in the STN Lookup.

The required collection period will begin on **October 1, 2005**, and last until **October 29, 2005**, which is the **final** date for submission. During this time you are required to submit the file to the Department of Education using the secured STN Application Center, check the processing results for errors, and review the reports in the Message Center for accuracy and keep a final copy on file. If there are any errors or inaccuracies you may correct your data file and transmit the file again until the end of the day on October 29, 2005.

Graduate Report (DOE-GR) Report Data Layout

Field Order	Fieldname Description	Length	Data Field Specification and Requirements	Notes
1	School Number	4	State Assigned School ID Required Field: YES	School building where the student is located
2	Student Test Number (STN)	9	Official Student Test Number (STN) assigned to student Required Field: YES	Must exist in the STN Lookup
3	Post Graduate Information	1	What type of higher education is the student now pursuing? Allowable Codes Are: 1 = Four (4) year or more College or University 2 = Two (2) year College or University 3 = Vocational/Technical School 4 = Military 5 = Not pursuing Higher Ed Required Field: Yes	

Field Order	Fieldname Description	Length	Data Field Specification and Requirements	Notes
4	Type of Graduate	1	<p>What type of diploma or document did the graduating student receive?</p> <p>Allowable Codes Are:</p> <p>1 = Regular (Passed GQE) 2 = Academic Honors (Passed GQE) 3 = Core 40 only (Passed GQE) 4 = Regular Diploma (GQE Appeal) 5 = Core 40 Only (with Core 40 Waiver or GQE Appeal) 6 = Certificate of Achievement 7 = Course Completion 8 = Academic Honors Diploma (with GQE Appeal or Core 40 Waiver)</p> <p>Required Field: Yes</p>	<p>1 = Individuals who passed GQE and received a regular Diploma</p> <p>2 = Individuals who passed GQE and received an Indiana Academic Honors Diploma. This information was previously collected on the FORM30A and will become part of the State Aid Distribution.</p> <p>3 = Individuals who passed GQE and received a Core 40 Diploma but not an Indiana Academic Honors Diploma.</p> <p>4 = Students who did not pass GQE but received a regular Diploma through the "appeals" process.</p> <p>5 = Students who did not pass GQE but received a Diploma by successfully obtaining a Core 40 waiver but NOT an Academic Honors Diploma.</p> <p>6 = Special Education Students who are not capable of earning a diploma, but who completed the public school educational program prescribed in the student's IEP. Note: This is not considered a diploma.</p> <p>7 = Individuals who completed the minimum courses required for High School graduation but did not meet the Graduation Qualifying Examination requirement. Note: This is not considered a diploma.</p> <p>8 = Students who received an Indiana Academic Honors Diploma with a GQE Appeal or a Core 40 Waiver.</p>

Common Scenarios

The following section contains likely scenarios of graduate students and a description of how they would be reported.

Scenario #1: Foreign Exchange student

Scenario: A foreign exchange student returns to their country before graduating, a local certificate was issued to this student:

Reporting result: Student should be reported as a type of graduate #7 or a non-graduate.

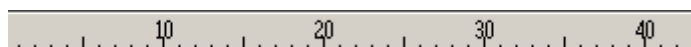
Example Data File Formats

The following section contains example data files in the allowed comma delimited, positional, and XML formats.

Comma Delimited Format

```
0001,000102001,1,5
0001,000102999,5,1
0002,000202001,1,1
0002,000202999,4,2
```

Positional Format



```
000100010200115
000100010299951
000200020200111
000200020299942
```

E(x)tensible Markup Language (XML) Format

```

<XIF_GRData>
  <Corporation Id="8800">
    <School Id="0001">
      <Student STN="000102001">
        <SchoolUse PostGradInfo="1" GraduationType="5" />
      </Student>
      <Student STN="000101999">
        <SchoolUse PostGradInfo="5" GraduationType="1" />
      </Student>
    </School>
    <School Id="0002">
      <Student STN="000202001">
        <SchoolUse PostGradInfo="1" GraduationType="1" />
      </Student>
      <Student STN="000202999">
        <SchoolUse PostGradInfo="4" GraduationType="2" />
      </Student>
    </School>
  </Corporation>
</XIF_GRData>

```

Change History

The following section contains a history of changes made to the DOE-GR Data Layout from the prior version.

Version Number	Change History
04.06.05	Trial submission period removed from instructions.
10.22.04	Posted as Preliminary layout.
08.16.04	The XML data layout omitted the corporation ending tag.
08.03.04	The XML data layout changes DiplomaType to GraduationType
07.26.04	The XML data layout has one change. <XIF_PEDData> change to <XIF_GRData>
06.26.03	Diploma Type field name changed to Graduation Type